

## **GUIDE FOR GRANTS OF LOCATION**

In general, a Grant of Location is required whenever a petitioner wishes to gain ongoing access to a public way for construction upon, along, under or across that public way. Several components are required to obtain a Grant of Location from the Board of Aldermen, which serves as the City of Somerville's Licensing Authority.

1. You should prepare a cover letter, addressed to the City Clerk, briefly summarizing the purpose of the request.
2. You should prepare a plan, or a set of plans, describing in detail the scope of the work. The plans that you present to the city's Department of Public Works can be of any size, but the set that you present to the City Clerk should be no larger than 11" x 17".
3. You should prepare a Petition, in which you formally state the request. The format for the petition is attached. You should fill out the petition completely, including the date of submission, the name of the Petitioner, the date of the plan(s), and a brief but detailed description of the scope of work.
4. You should prepare an Order, in which the City formally assents to the request. The format for the order is also attached. You should fill out the order completely, including the name of the Petitioner, a brief but detailed description of the scope of work, and the date of the plan(s). Do not complete the Certificate at the bottom of the page. The City Clerk's Office will complete the certificate and return the Order to you once it has been approved by the Board of Aldermen.
5. You should obtain from the Assessor's Office (93 Highland Avenue, Somerville, 02143, 617 625-6600 x3100), a list of abutters to the work, and create a set of mailing labels for a future mailing that will be required.

Once you have completed all of the components above, submit one copy to the City Clerk's Office (93 Highland Avenue, Somerville, 02143, 617 625-6600 x4100), one copy to the DPW's Engineering Division (1 Franey Road, Somerville, 02145, 617 625-6600 x5400), and, if the grant involves laying lines or conduit, one copy to the DPW's Lights and Lines Division (1 Franey Road, Somerville, 02145, 617 625-6600 x5615). Attach the mailing labels to the City Clerk's copy only.

If the DPW approves the petition, the City Clerk's Office will schedule a Public Hearing before the Board of Aldermen at one of their regularly-scheduled meetings on the 2<sup>nd</sup> or 4<sup>th</sup> Thursday of the month at 7 PM. You will be notified of this Hearing by mail. Your attendance at the Hearing is strongly recommended. The City Clerk's Office will notify the abutters.

Following the Public Hearing, the Board will consider the petition, or refer it to a committee for review. Only after the Board of Aldermen approves the petition, and the Mayor approves the Board's action, will you be issued the Order for Grant of Location.

**PETITION FOR GRANT OF LOCATION FOR  
WIRES, CABLES, POLES, PIERS, ABUTMENTS, CONDUITS OR FIXTURES**

**City of Somerville, Massachusetts  
In Board of Aldermen**

**Date** \_\_\_\_\_

RESPECTFULLY REPRESENTS \_\_\_\_\_ (hereinafter known as the PETITIONER), that it desires to construct upon, along, under or across the public way(s) of the City of Somerville, wires, cables, poles, piers, abutments, conduits or fixtures.

WHEREFORE, the PETITIONER prays that, after due notice and public hearing as provided by law, the Board of Aldermen may by Order grant to the PETITIONER permission to construct, in accordance with plan(s) dated \_\_\_\_\_, the following (describe work):

The PETITIONER understands and agrees that:

1. PETITIONER shall locate and complete all work as specified and approved by the City.
2. PETITIONER shall comply with the requirements of existing ordinances and such as may hereafter be adopted governing the construction.
3. PETITIONER shall perform all work to the requirements and satisfaction of the Department of Public Works or other such officer(s) as may be hereafter appointed by the City.

For the PETITIONER:

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

Date: \_\_\_\_\_

**ORDER FOR GRANT OF LOCATION FOR  
WIRES, CABLES, POLES, PIERS, ABUTMENTS, CONDUITS OR FIXTURES**

**City of Somerville, Massachusetts  
In Board of Aldermen**

WHEREAS, \_\_\_\_\_ (hereinafter known as the PETITIONER) has petitioned for permission to construct upon, along, under or across the public way(s) of the City of Somerville, the following (describe work):

AND WHEREAS, notice has been given and a hearing held on said petition as provided by law;  
NOW THEREFORE BE IT

ORDERED that the PETITIONER be and hereby is granted permission by the Board of Aldermen to complete the construction described above, all in accordance with the following conditions:

1. PETITIONER shall locate and complete all work as shown by plan(s) dated \_\_\_\_\_, and as may have been amended by the City.
2. PETITIONER shall comply with the requirements of existing ordinances and such as may hereafter be adopted governing the construction.
3. PETITIONER shall perform all work to the requirements and satisfaction of the Department of Public Works or other such officer(s) as may be hereafter appointed by the City.

Approved by the Board of Aldermen on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_,

A True Record. Attest: \_\_\_\_\_ Date: \_\_\_\_\_  
City Clerk

**Certificate**

I hereby certify that the foregoing Order was adopted by the Board of Aldermen on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, after due notice and public hearing as prescribed by Section 22 of Chapter 166 of the General Laws and any additions or amendments thereto, said public hearing held in said City on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, and recorded with the records of Grant of Location Orders of said City, in Book \_\_\_\_\_, Page \_\_\_\_\_.

Certified. Attest: \_\_\_\_\_ Date: \_\_\_\_\_  
City Clerk